

CITY OF BURBANK

HOUSING AUTHORITY MANAGER

DEFINITION

Under general direction, to plan, organize, and direct the operations and activities of the Housing Authority (Section 8 Housing program and the Successor Housing Agency), Home Investment Partnership (HOME) program, and Community Development Block Grant (CDBG) program, and perform related work as required.

ESSENTIAL FUNCTIONS

Provides oversight and management for the activities of Section 8 Housing, CDBG, and HOME programs, and the Successor Housing Agency; responsible for the coordination and direction of the administration, personnel, budget, financial, and general management obligations for the Housing Authority (Section 8 Housing program and Successor Housing Agency), HOME program, CDBG program, and may assist with the administrative functions of the Burbank Successor Agency; directs and implements an on-going federally-funded rental subsidy program in accordance with federal regulation and complies with Housing and Urban Development (HUD) rules and regulations; maintains liaison with federal, state, and local agencies to keep up to date on changes in legislation, regulations, and availability of funds for Section 8 Housing; gathers, analyzes, and presents written and graphic data for boards, commissions, and public hearings; represents the Housing Authority in small claims and other court cases; establishes objectives, priorities and schedules to complete assigned projects; oversees the coordination of all applicable City departments involved in implementation of projects and programs; oversees preparation of comprehensive reports and documentation; supervises all project activities including preparation of plans, dispositions and development agreements, maps, presentation graphics, and environmental documents; negotiates agreements between developers and the City; establishes and maintains communication with citizen groups, public officials, consultants, and professional staff to coordinate and effectuate projects and programs; may assume the responsibilities of the Housing Authority Manager in their absence; may act as Division Manager in the absence of the Assistant Community Development Director – Housing and Economic Development; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – administrative, financial, and technical aspects of management including budget and fiscal administration; federal, state, and local laws, rules, and regulations governing federal grant programs for affordable housing; procedures and regulations concerning HUD's Section 8 Housing, CDBG, and HOME programs, and the Successor Housing Agency; principles and practices of community outreach; proper English usage, spelling, grammar, and punctuation; the principles and practices of sound personnel management and supervision; computer applications.
- Skill in – managing, developing, and implementing complex multi-faceted budgets; making independent judgments and decisions based upon standard policy or procedures; interacting and communicating tactfully and effectively with a culturally diverse population; utilizing a variety of computer software.
- Ability to – analyze administrative problems and develop effective solutions; understand, interpret, and apply general and specific administrative policies and procedures; develop and implement complex multi-faceted budgets; communicate effectively, both orally and in writing; make oral presentations; effectively lead, coach, develop, and motivate staff; review and evaluate employees' job performance and make recommendations for development; establish and maintain effective working relationships with City officials, supervisors, fellow employees, contractors and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a degree in public administration, business administration, or closely related field and four years of progressively responsible administrative and/or management experience in affordable housing and/or Section 8 Housing experience; including at least three years of employee supervisory experience within the last 24 months, at time of application. NOTE: A Master's Degree in public administration or business administration may be substituted for one year of work experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.